



The Blake CE Primary School

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Headteacher Tim Edwards-Grundy



Loving, learning and flourishing in community

Lunchtime Supervisor Job Description

Post: Lunchtime Supervisor
Responsible to: Senior Lunchtime Supervisor under the direction of the headteacher

Duties:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake but the postholder will be required to undertake any such duties as may be reasonably required of them. Where the job or duties described vary or are amended, there will be no change to the level of responsibility associated with the post.

Lunchtime Supervisor duties may include any/all of the following -

- being responsible for ensuring the safety, welfare and good conduct of pupils during the midday break
- positively encouraging and supporting discipline, good behaviour, including maintaining an ethos of high expectations and supporting children to reflect and repair
- supporting and practically assisting younger pupils as appropriate and where necessary
- assisting with the service of lunch in the hall, including dishing up food, wiping and clearing tables and cleaning up as necessary
- administering first aid in the case of a minor accident acting on the advice of registered first-aiders when necessary
- being responsible for supervising play activities on the playground or indoors if a wet playtime.
- liaising with the Senior Lunchtime Supervisor and other school staff
- paying particular attention to health, safety and security issues which may affect student welfare

Other duties and responsibilities:

1. Ensure that the school's vision and ethos is upheld and promoted.
2. Have due regard for issues of confidentiality, referring parents to the class or head teacher and to report appropriate information from parents, or outside agencies to a member of senior staff.
3. Understand and adhere to the regulations and school procedures with regard to child protection and the safeguarding of children.